



## Faculty Emeritus Recognition Policy

<b>Policy #:</b>	AA015.2
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	Provost and VPAA
<b>Responsible Office:</b>	Academic Affairs
<b>Originally Issued:</b>	December 12, 2007
<b>Latest Revision:</b>	July 20, 2021
<b>Effective Date:</b>	August 1, 2021

### I. Policy Statement

Faculty Emeritus recognition is reserved to honor, in retirement, faculty who have made distinguished professional contributions and have rendered significant academic service to the University. Faculty recipients typically will have achieved the rank of professor, but an associate professor with an outstanding record of achievement and contribution to the University may be recommended for this status. Recipients from the University's Faculty will have served the University as a full-time faculty member for a minimum of ten years.

Faculty Emeritus appointees may be provided support for their continuing work including a University email account, a parking hang tag, assistance in preparing grants and special projects, access to needed information from segments of the university community, and library access. Office and laboratory space, pending availability, may also be provided with approval of the appointee's school director or dean.

Even though emeritus recipients are no longer employees of the University, they will be subject to all University rules, policies, and regulations regarding the use of facilities and proper behavior on campus and via electronic communication. Faculty Emeritus appointments are continuous for the life of the recipient but may be revoked if the holder's conduct is seriously prejudicial to the University or the University System or is a deliberate infraction of law or commonly accepted standards of morality.

### II. Purpose of Policy

The University of Louisiana System Board of Supervisors has established a policy on the awarding of emeritus titles ([https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt\\_3\\_III\\_XIII\\_Emeritus\\_Titles\\_8\\_26\\_2011.pdf](https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt_3_III_XIII_Emeritus_Titles_8_26_2011.pdf)). Under it, awarding of emeritus titles is an administrative responsibility granted to the University President in all cases except for president emeritus, which is granted solely to the System President. This policy establishes the relevant University criteria and procedures required by the System policy.

### III. Applicability

Faculty who have attained the rank of professor and who have served the University as a full-time faculty member for at least ten years are eligible for faculty emeritus designation. Additionally, an associate professor with an outstanding record of achievement and contribution to the University may be recommended for this status.

Minimum criteria for faculty emeritus designation are:

- A. Clear evidence of outstanding teaching, scholarly activity recognized at the national or international level, and/or faculty administrative services that have significantly advanced the academic program or University in its mission;

- B. Recognized record of meritorious professional achievement, growth, and development; and
- C. Clear evidence of university service beyond the normal or ordinary expectations.

Meeting the minimum criteria, however, is not considered adequate justification for awarding faculty emeritus status.

#### IV. Definitions

**Administrator** – A dean or school director in the Division of Academic Affairs or a vice president.

**Nominator** – Full-time University employee who (1) is a tenured faculty member with the rank of professor or (2) is a dean in the Division of Academic Affairs or (3) is a school director in the Division of Academic Affairs.

**Nominee** – A faculty member who has been nominated following established procedures for the conferment of the emeritus title (see procedures below)

**Review Committee** – A Faculty Emeritus Review Committee will be appointed by the Provost and Vice President for Academic Affairs for the purpose of reviewing supporting documents and a making recommendation for the awarding faculty emeritus status to a nominee. The committee shall be chaired by the Faculty Senate President and include the Faculty Senate Executive Committee, the nominee’s school director, the nominee’s dean, and one tenured professor selected by the Dean from the nominee’s college. The nominator may not serve on the Committee.

#### V. Policy Procedure

- A. A candidate may not initiate his/her nomination nor seek support for the same.
- B. Nominations, with supporting documents/information, must be submitted by the nominator to the University President through the Provost and Vice President for Academic Affairs.

As part of the University’s commitment to shared governance, the Provost and Vice President for Academic Affairs will form a Review Committee and forward the nomination packet to its chair.

The Faculty Emeritus Review Committee chair will make the nomination packet available for review by each Committee member and will convene the Committee to deliberate the nomination.

- C. All persons in any way associated with the nomination and approval process for the conferment of the emeritus title must treat the matter in confidence. In particular:
  - 1. nominations for the conferment of the title must be submitted without the knowledge of the nominee
  - 2. the nominee must not be informed about the recommendation until the University President has approved the nomination and informed the recipient.
  - 3. In the event that the University President does not support the nomination, committee members and other university personnel must not reveal any particulars related to the process.
- D. Reviewers shall consider nominations for the conferment of the emeritus title. In so doing, they shall consider:

1. the degree of distinction of the nominee's intellectual and scholarly contributions to the University and the extent to which they have been determined to be outstanding,
  2. other forms of service to the University,
  3. the period of time during which such contributions and services were made or rendered to the University by the nominee at all academic levels and not only while at the rank of professor at the University, and
  4. documentation that the nominee has been employed at the University full-time for at least ten years.
- E. Reviewers may seek additional and supporting documentation/information about the nominee from others, excluding the nominee.
- F. Members will vote for or against awarding the emeritus status to the nominee using a secret ballot and the chair will report the tabulated results and any comments from the Committee members to the Provost and Vice President for Academic Affairs.
- G. The Provost and Vice President for Academic Affairs will send his/her recommendation along with the results from the Review Committee's vote and the nomination packet to the University President.
- H. If the University President approves the recommendation, a written notification will be sent to the recipient announcing the awarding of the faculty emeritus title.
- I. Copies of the notification will be sent to the nominator, the recipient's school director and dean, the Faculty Senate President, the Director of Human Resources, the Director of Information Technology, and the Office of Marketing and Communication.
- J. For all purposes of courtesy and on ceremonial occasions, the recipient shall be regarded as a professor of the University but shall not, due to such an honor, be a member of the faculty.
- K. Following the notification, the dean of the recipient's college will submit to the Undergraduate and Graduate Catalog Coordinators information necessary to have the faculty member listed in the "Faculty and Administrative Emeriti" section of each of the catalogs.
- L. The honor will allow the recipient, upon request, to:
1. represent the University in recruiting, ceremonies, and/or community work
  2. serve as an associate member of graduate student committees; may serve as the graduate student's committee chair if officially appointed and had begun chairing the committee prior to retirement with the continuing approval of the program director/coordinator and the Graduate School Dean
  3. continue to teach in workshops and guest lectures and to perform research
  4. serve in an advisory capacity for accreditation documents, course development, and advisory councils
  5. march in commencement in a group of professors who lead the faculty
  6. other honors as available and applicable

- M. If the recipients continue to use campus resources (ex. office/lab space), they will be subject to all rules, policies and regulations required of employees. Along with following all directives found in the Faculty Handbook and on the University's [Policies and Procedures website](#), they must complete all training modules in a timely manner. Further, their use of facilities will be reviewed on an annual basis by the school director and dean of their discipline area to determine whether this use is warranted or needs to be amended. They will also need to sign a [Volunteer Agreement form](#) on an annual basis in order to secure their use of resources.
- N. If the conduct of the holder of a faculty emeritus position is believed to be seriously prejudicial to the University or the University System or is a deliberate infraction of law or commonly accepted standards of morality, a person aware of these actions will notify the University President of them. This notification will be done in writing and will include any supporting information. The University President will form an *ad hoc* committee of at least three individuals to review the accusation. These people will include the Provost and Vice President for Academic Affairs, the Faculty Senate President, and the Director of Human Resources.

The committee, chaired by the Director of Human Resources, will at a minimum review the information provided in the accusation and will interview the faculty emeritus holder. Other information may be collected as deemed appropriate. The faculty emeritus holder will be offered the opportunity to review all such information before meeting with the committee. The faculty emeritus holder is entitled to have an individual present while meeting with the committee but that person may only serve in an advisory capacity and may not question the committee or address it. After hearing from the faculty emeritus holder, the committee will deliberate in executive session and develop a recommendation. The chair of the committee will then notify the University President of the committee's recommendation and will provide minutes of all meetings. The University President will then decide whether to revoke the faculty emeritus status from the individual. If that is the decision, the University President will notify the individual; the nominator, school director, and dean; the Provost and Vice President for Academic Affairs; the Director of Human Resources; and the Director of Information Technology.

## VI. Enforcement

The Provost and Vice President for Academic Affairs is responsible for enforcement of this policy.

## VII. Policy Management

The Provost and Vice President for Academic Affairs will be the Responsible Executive for the management of this policy. The Provost and Vice President for Academic Affairs will be the Responsible Officer in charge of its maintenance and dissemination.

## VIII. Exclusions

N/A

## IX. Effective Date

This policy is effective on August 1, 2021.

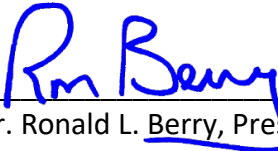
## X. Adoption

This policy is hereby adopted on this 20<sup>th</sup> day of July 2021.

Recommended for Approval by:

Approved by:

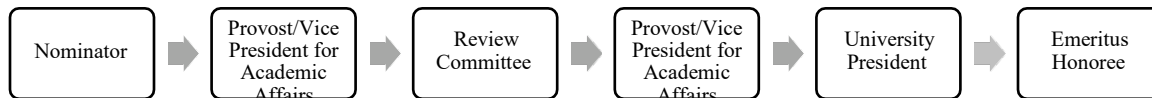
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Provost and Vice President for Academic Affairs

  
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Dr. Ronald L. Berry, President

## XI. Appendices, References and Related Materials

University of Louisiana System, Faculty and Staff, Chapter III, Section XIII ([https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt\\_3\\_XIII\\_Emeritus\\_Titles\\_8\\_26\\_2011.pdf](https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt_3_XIII_Emeritus_Titles_8_26_2011.pdf))

Path for nomination of emeritus faculty member:



## XII. Revision History

Original Adoption Date: December 12, 2007

Reviewed January 29, 2014; March 14, 2017

Revised July 8, 2020: Revisions include: placed on new policy template; split the current policy into two policies (faculty emeritus recognition and administrator emeritus recognition); expanded policy statements to include all related rules; expanded definitions for clarity; revised review procedures to include a Review Committee; specified duration of the emeritus appointment to be for the remainder of the recipient's life; added a provision that appointments can be revoked.

Revised July 20, 2021: Revision to clarify the use of University facilities by emeritus faculty.